

**DEBTORS/DEBTOR'S
ATTORNEYS ARE
RESPONSIBLE FOR PROVIDING
A COMPLETE AND ACCURATE
MAILING MATRIX**

THE CLERK WILL SOLELY RELY UPON THE MAILING MATRIX PROVIDED BY THE DEBTOR/DEBTOR'S ATTORNEY FOR THE PURPOSE OF MAILING BANKRUPTCY NOTICES IN EACH CASE. ALL SCHEDULED CREDITORS IN ADDITION TO ALL PARTIES-IN-INTEREST ENTITLED TO NOTICE REQUIRED BY THE FEDERAL RULES OF BANKRUPTCY PROCEDURE MUST BE INCLUDED ON THE MATRIX. A LIST OF SPECIAL ADDRESSES FOR CREDITORS WHO HAVE FILED REQUESTS WITH THE COURT FOR SERVICE AT A DESIGNATED ADDRESS IS AVAILABLE ON OUR WEBSITE [www.nywb.uscourts.gov] AND AT THE INTAKE WINDOW. PERSONNEL OF THE CLERK'S OFFICE WILL ONLY CORRECT ANY OCR ERRORS MADE IN THE SCANNING PROCESS. IT IS THE DEBTOR/DEBTOR'S ATTORNEYS RESPONSIBILITY TO ENSURE THE ACCURACY AND COMPLETENESS OF THE MAILING MATRIX. ADHERENCE TO THE ATTACHED GUIDELINE AND FORMAT INSTRUCTIONS WILL BE OF GREAT ASSISTANCE IN THE PREPARATION OF THIS REQUIRED DOCUMENT. PERSONNEL OF THE CLERK'S OFFICE WILL NOT COMPARE THE MAILING MATRIX AGAINST FILED SCHEDULES/STATEMENTS FOR DISCOVERY OF ANY OMISSIONS OR DISCREPANCIES. THE DEBTOR MAY SUFFER ADVERSELY UPON THE FAILURE TO PROVIDE COMPLETE AND CORRECT INFORMATION TO EFFECT PROPER SERVICE OF NOTICES.

(Rev. 4/00)

*****MAILING MATRIX FORMAT*****

MAILING MATRICES MUST INCLUDE ALL CREDITORS LISTED IN SCHEDULES D THROUGH G AND ALL PARTIES-IN-INTEREST ENTITLED TO NOTICE AS REQUIRED BY THE FEDERAL RULES OF BANKRUPTCY PROCEDURE. [For notice purposes, parties-in-interest may include: co-debtors, executory contract holders, unexpired lease holders, stockholders, parties holding property of the debtor, principals/officers of a debtor-in-possession or corporate debtor, etc.]

In order to ensure that the cases you file can be properly read by the optical scanner, we ask that you observe the following guidelines. Your cooperation is essential if we are to make any major improvements to our existing system.

1. Matrices must be typed in one of the following standard typefaces or print styles

- Courier 10 pitch
- Prestige Elite
- Letter Gothic

2. Matrices should be typed in a **single column** down the middle of a page rather than in three columns. (See example attached).

Addresses must be in a single column because the optical character reader scans the material automatically from left to right, line by line. If, on the current matrices being submitted to the court, the first column has an address with three lines, the second column has an address with four lines and the third column has an address with five lines, the optical character reader will see the blank line after the first address and not read any further. Thus, we will feed into the OCR single column addresses that will be read automatically and completely.

3. Matrices must be typed so that no letters are closer than ½ inch from any edge of the paper.

4. Each name/address must consist of no more than five (5) total lines, with the **last line** of each address being the City, State and Zip Code. Also, there must be at least **two** blank lines between each name/address.

5. Each line must be 35 characters or less in length.

6. **DO NOT INCLUDE** the following:

- Debtor(s)
- Attorney for the Debtor(s)
- Office of the U.S. Trustee
- Trustee
- Account Numbers

THINGS TO AVOID: Although the court is using sophisticated equipment and software to ensure accuracy in creditor list reading, certain problems can still occur. By following these guidelines, the court will avoid delays or additional effort in mailing notices. The following problems can prevent your lists from being read by the optical scanner , requiring you to re-submit your creditor list in an acceptable form.

AVOID:

- Extra marks on the matrix such as letterhead, dates, debtor name, coffee stains and handwritten marks.
- Non-standard paper such as onion skin, half-sized paper or colored (such as yellow) paper.

ERRORS TO AVOID IN

PREPARING CREDITOR LISTS

PAGE TITLES

If you want to type titles or other identification on lists, type it on the back of the list, **NEVER** on the front.

ALL UPPER CASE

Use upper and lower case (capitals and small letters) as if you were typing a letter.

BOLD TYPE

DO NOT use a boldface setting on your typewriter or word processor.

WRONG FONT

You may use Courier 10, Prestige Elite, or Letter Gothic. **NO** other font is acceptable.

WRONG PITCH

If you use a 10 pitch font, make sure your typewriter is set to 10 pitch.

HANDWRITING

Handwritten matrices are **NOT** scannable and will interfere with the reading of the list.

TOO CLOSE TO EDGE

You **MUST** keep all typing at least ½ inch from any edge: top, bottom or side.

TOO LONG

A name/address **MUST** be 5 lines of 35 characters each, or less.

FABRIC RIBBON

Use an office quality film ribbon to ensure proper scanning.

ATTENTION LINE

If you must type an attention line include it as the **SECOND** line of the address, **NOT** the last line.

9-DIGIT ZIP CODE

Separate the two groups of digits with a dash, **NOT** a space. (i.e. 14075-0924)

STRAY MARKS

NO lines, symbols, letterhead or other non-address data should appear on the matrix.

PAGE NUMBER

DO NOT number pages or type anything but creditors on the list.

Chase Manhattan Mortgage Corp.
4915 Independent Parkway
Tampa, Florida 33634

Federal Home Loan Mortgage Corp.
c/o Shapiro & Kreisman
16 West Main St.
Rochester, NY 14614

Erie County Dept. of Social Services
Rath Office Building
158 Pearl St.
Buffalo, NY 14202

Shapiro & Kreisman
Attorneys at Law
15 West Main St.
Rochester, NY 14614

Royal Bank of Canada
Center Mall, Barton St., East
Hamilton, Ontario L8L 7P9

Christine Girling
Auto Salon
850 Barton St., East
Hamilton, Ontario L8L 3B5

Erie County Water Authority
Ellicott Square, Suite 350
Buffalo, NY 14203

NYSEG, Inc.
PO Box 3287
Ithaca, NY 14852-3287

National Fuel Gas
10 Lafayette Square
Buffalo, NY 14203

NYNEX
PO Box 1100
Albany, NY 12250-0001